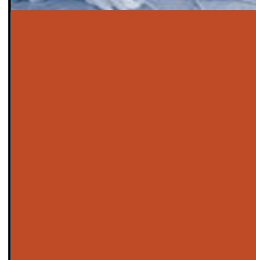




**DEPUTY UNDER SECRETARY OF THE AIR FORCE  
INTERNATIONAL AFFAIRS**

**Security Assistance Manpower  
Requirements System (SAMRS)  
Requirements Review Board Charter**

**July 2003**



**I N T E G R I T Y • S E R V I C E • E X C E L L E N C E**

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## 1.0 Abstract

The Deputy Under the Secretary of the Air Force International Affairs (SAF/IA) has created the Security Assistance Manpower Requirement System (SAMRS) Requirements Review Board to review, validate, and prioritize system requirement enhancements identified for possible incorporation with SAMRS and to manage the underlying Manpower Requirements Package (MRP) business process. This charter establishes the SAMRS Requirements Review Board to help resolve issues involving general system operations and application enhancements, increase oversight of identified requirements, reduce overlapping efforts, and coordinate on system and application developments affecting SAMRS.

## 2.0 Background

For the purpose of this charter, system and web application developments refer to the underlying principles that should be adhered to by all initiatives developed inside or coordinated with the SAMRS Requirements Review Board. Development captures principles affecting such things as applicability, interoperability, and scalability.

- For applicability, it is important that new initiatives and requirements be built on a common business process/framework. This business process/framework will provide direction of how development of future requirements is incorporated into the application. The business process/framework will become the basis in assessing the applicability of new requirements for the system.
- For interoperability, there are initiatives and requirements that may be pertinent to a workgroup in one location but not necessarily pertinent to another workgroup in a different location. In these circumstances, the SAMRS Requirements Review Board will aid in the identification and coordination of these requirements, and develop resolutions that will best serve all workgroups.
- For scalability, it is important to base current initiatives and requirements on system-wide applicability and future extensibility. This will allow flexibility in implementing new requirements within the application and allow for enhancements of the MRP business process.

There are principles that underlie system and web application development. Some of these are well known, others are less well known or accepted. It is important for the growth and interoperability of SAMRS and future development that these principles are recorded and generally agreed to.

## 3.0 Purpose

The SAMRS Requirements Review Board will review, recommend, prioritize, and validate system and web application requirements, goals, and direction for the SAMRS infrastructure. Furthermore, the SAMRS Requirements Review Board will review and discuss coordination, implementation, and execution of the requirements.

The mission of the SAMRS Requirements Review Board is stewardship of future SAMRS application development. The aspects to this mission are as follows:

- To record and document requirements identified by the user community for implementation.
- To review and analyze which requirements will be deployed within parameters provided by the SAMRS Development Team (BearingPoint) and the SAF/IA representative. Parameters include required resources, budget, requirement complexity, and development time.
- To validate and prioritize application enhancements.
- To provide periodic assessments of SAMRS and application development initiatives.

## 4.0 Composition

The members of the SAMRS Requirements Review Board will consist of one representative from each Air Force Major Command (MAJCOM) responsible for the development of manpower requirements as they apply to Foreign Military Sales (FMS) cases. Currently identified MAJCOMs include the Air Combat Command (ACC), Air Education & Training Command (AETC), Air Force Space Command (AFSPC), Air Mobility Command (AMC), and the Air Force Materiel Command (AFMC).

Additionally, the Air Force Security Assistance Center/International Affairs Directorate (AFSAC/IA) will represent AFMC and delegate one additional AFMC position on the SAMRS Requirements Review Board. AFMC is allotted the extra position as they produce a majority of MRPs for FMS purposes; if there is a significant change in submission volume from AFMC, this charter and its membership will be amended appropriately.

The SAF/IA FMS Manpower Specialist responsible for oversight of the SAMRS application will chair the SAMRS Requirements Review Board. Additionally, the SAMRS Development Team will work in concert with the SAF/IA representative and the SAMRS Requirements Review Board to identify requirements and provide technical assessments and guidance as appropriate.

## 5.0 Voting Methodology

Membership in the SAMRS Requirements Review Board will be divided into two categories: voting and non-voting. In addition, any other FMS office assisting in the development of an MRP may be present during board meetings to represent their group and provide input, but will not have voting privileges.

The voting members of the SAMRS Requirements Review Board may be called upon to discuss, validate, prioritize, and recommend system and web-application requirements, goals, and direction. All circumstances that may require decision-making via a formal vote cannot be identified at this time, however, if resolution of an issue is not achieved by any other means, the committee will use majority rule, defined as more than half of the non-vacant seats on the SAMRS Requirements Review Board in meeting attendance, as the default basis on which to proceed.

The non-voting members of the SAMRS Requirements Review Board will include the SAMRS Development Team and those SAMRS users recommending new requirements. The SAMRS Development Team will provide technical information to the board for the consideration and prioritization of requirements. SAMRS users may consist of representatives from any office who would like to voice their opinion and/or recommendation towards a particular initiative or requirement. These non-voting members may be present during board meetings to represent their office/group and provide input, but will not have voting privileges. It is recommended that non-voting members consult their office's voting member to coordinate their discussions prior to SAMRS Requirements Review Board meetings.

### Voting Members:

- SAF/IA (1)
- ACC (1)
- AETC (1)
- AFMC (2)
- AFSPC (1)
- AMC (1)

### Non-Voting Members:

- SAMRS Development Team (2)
- SAMRS Users

## 6.0 Roles and Responsibilities

The primary role of each member of the SAMRS Requirements Review Board will be to serve as a liaison for all matters pertaining to SAMRS and other MRP eBusiness oriented initiatives and requirements. Key responsibilities are as follows:

- Participate in scheduled meetings.
- Provide input/direction on current requirements.
- Participate in testing/evaluation of the application as needed.
- Engage members of the SAMRS Requirements Review Board on both system and policy issues.
- Coordinate on and prioritize action items.

An agenda will be distributed prior to each SAMRS Requirements Review Board meeting. Enhancement requirements, new requirements, release schedule, issues, or proposals may be submitted to the SAF/IA representative as potential agenda items for discussion during meetings. Meeting minutes, action items, support documentation, and other related material will be distributed after all meetings.

Enhancement requirements pertain to those requirements involving a change to existing functionality in the application that is in current use and may be considered for development. New requirements involve a non-existing function that enhances the workflow process and user experience.

The SAMRS Requirements Review Board shall also be involved in supporting the efforts of the SAF/IA Manpower Group and their relationship with the AF Security Assistance community. The SAMRS Requirements Review Board will evaluate, assess, and prioritize requirements to increase levels of functionality and usability for MRP workflow process throughout the MRP user community.

## 7.0 Meeting Schedule

The SAMRS Requirements Review Board meeting schedule shall be determined by magnitude of the proposed system requirements. The SAMRS Requirements Review Board will plan and conduct meetings as follows:

- Meetings will be held no less than once a year, quarterly if necessary.
- Meetings may be held at a physical meeting location, via teleconference, or video teleconference (VTC) as necessary.
- The SAMRS Requirements Review Board meeting facilitators, SAF/IAPX and the SAMRS Development Team, will coordinate and chair the meetings.
- BearingPoint shall record and disseminate meeting minutes to the SAMRS Requirements Review Board.

If circumstances dictate, ad hoc meetings may be convened, via teleconference, VTC, or email, to resolve issues that require more immediate attention.